



AFFILIATE OF



Dates and Events To Remember



March 14th
Luncheon
Managing your
Corporate Image
12:00 noon – 2:00 pm
Waterfront
Conference Center

April 11th
Luncheon
Train the Trainer
Diversity
12:00 noon – 2:00 pm
Waterfront
Conference Center

From Your Vice President, Karen Schultz

HRIS 101!

Purchasing a Human Resource Information System (HRIS), for First Time Buyers

Karen Schultz, VP TAHRA

Information received during a session facilitated by Sidney H. Simon, Director of Product Strategy for Unum Provident in Chattanooga, TN, at the SHRM Annual conference in San Diego, CA in June, 2005

While attending the National SHRM conference last June, I was thrilled to see the list of HRIS vendors that would be represented. I was also pleased to see that there was a session being offered for individuals who were considering buying their first HRIS system. One of my goals while there was to find an HRIS system that would meet the needs of my organization at the lowest possible cost.

Lessons learned!

The process is daunting - the number of systems available and their respective capabilities are overwhelming. Attending a class was a wise move. I will share with you some of the information I have used while searching for the right HRIS system!

Sidney outlined a six step process to choose the right system, which in most cases can be done in two to six months, and offers a level of comfort to the first time HRIS buyer. For those that need a system quickly and want to streamline their selection process considerably, you should select the same vendor who handles the company's payroll operation.

For those that want to explore alternative options the Six Step Process follows – best of luck!

The Six Step Process:

1. **Preparation** – How long do you expect the system to last? Review the existing infrastructure and technology support available. Plan for the system to grow with the needs of the organization. Assess who the HRIS users will be and the respective needs of the users.
2. **Investigation** – What programs and services are important to users? How much time and effort do you have to work within the system – how simple or complex do you need it to be? Prepare a Request For Proposal that outlines your specific requirements that you can give to perspective vendors.
3. **Evaluation** – Identify the top three vendors from your search. Scrutinize their bids regarding the services they support, their strengths, weaknesses, and their flexibility. How easy is it to get at data and manipulate it? Check references and try to visit a company that uses the software. In your references you should be asking, what services are supported, strengths/weaknesses of software, effectiveness of the report generation, and effectiveness of the vendor support.
4. **Selection** – After Evaluation, narrow top three vendors down and make a selection.
5. **Implementation** – Be prepared to devote one to three months to implementing the new program. Follow vendor instructions and keep customization to a minimum.
6. **Production** – Turn on the switch!

Diversity Tips and Tidbits

I am sharing a few articles I found in the news on diversity. One of the challenges with diversity is creating continued awareness. One means to keep diversity focal is by contributing to the TAHRA newsletter. I would very much like to speak to anyone who is interested in sharing ideas on how we can promote diversity within TAHRA membership and the organizations in which we serve. I can be reached via e-mail at alm@littlerivercasinos.com or via phone 231-398-3855.

Submitted by: Al Muma, SPHR, TAHRA Diversity Advocate

Diversity in the News

Associated Press reports “**NASCAR Launches Effort to Boost Diversity**”. (February 9, 2006) NASCAR in its efforts to increase diversity in stock car racing has announced plans to train and hire more minorities to drive, work the pits, and handle its business.

The first only black driver to win a NASCAR race was Wendell Scott in 1963. "When you see an industry ... start to grow," Watt said of NASCAR, "you want it to have the kind of diversity that reflects our nation."

Source: Retrieved on February 9, 2006, from:

http://news.yahoo.com/s/ap/20060209/ap_on_sp_au_ra_ne/car_nascar_diversity_1

* * *

DenverPost.com reports “**Diversity panel, diverse ideas**”. (February 9, 2006). CU-Boulder’s blue-ribbon commission suggests adding flexibility to admission standards and making more efforts to promote racial tolerance. The University of Colorado should consider building more flexibility into its admission standards to reach more minorities, require freshmen to take a racial-tolerance course and pour more money into diversity programs, a report released Tuesday says.

Source: Retrieved on February 9, 2006 from: http://www.denverpost.com/ci_3485920?source=rss

* * *

The Daily Iowan reports: “**UI pushes diversity in research**”. (February 9, 2006). In an effort to increase diversity in research and fulfill the UI's strategic plan, Meredith Hay, the UI vice president for Research, and Provost Michael Hogan announced the "Iowa Promise Momentum Plus" initiative Wednesday.

* * *

The program will distribute \$20,000 to UI researchers, scholars, and artists who incorporate a diversity component into their work. Such components would include the hiring of underrepresented minority staff and students and collaborative work with minority-serving institutions, such as Dillard University in New Orleans or Howard University in Washington, D.C.

"What we are looking for are ways to increase diversity inclusion in research on campus," Hay said.

Source: Retrieved on February 9, 2006 from:

<http://media.www.dailyiowan.com/media/paper599/news/2006/02/09/Metro/Ui.Pushes.Diversity.In.Research-1605443.shtml?sourcedomain=www.dailyiowan.com&MIIHost=media.collegepublisher.com>

April Program: Diversity Training, Train the Trainer by Jennifer Hull

Traditionally, TAHRA's April programming meeting has been focused on diversity, and we will continue with this practice with our "Diversity Training, Train-the-Trainer." What we heard from you during the survey time is that a major diversity issue is the "how to's" of introducing diversity training into your organization.

All HR professionals understand that introducing diversity programs into their companies can help drive the creative power of the workforce and expand the understanding level of differences amongst people. This program will focus on creating such a program and give attendees tools to take back to their organizations for effective implementation.

We are please to announce that Anthony Kaylin of the American Society of Employers will be presenting at this meeting. Anthony Kaylin joined the American Society of Employers in 2003 as Manager of Affirmative Action/Equal Employment Opportunity Services, working with a number of manufacturing and service clients.

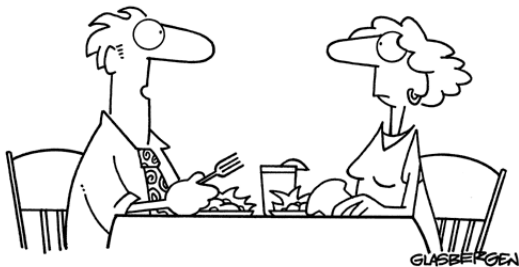
Before joining ASE, Anthony directed the affirmative action programs and EEO compliance at the Mount Sinai and New York University Health Systems. As Employee Relations Manager at NYU Medical Center, Anthony worked with union and non-union groups, taught programs on sexual harassment, the Americans with Disabilities Act, and the Family and Medical Leave Act.

Anthony also worked at the Office of Federal Contract Compliance Programs as a Compliance Officer in St Louis and Chicago and was an affirmative action specialist for Tellabs, a telecommunications equipment manufacturer in Chicago. Anthony earned a Juris Doctorate from Southern Methodist University and is licensed to practice law in Illinois and Texas.

He has a Bachelor of Arts degree and Master's in Business Administration from the University of Michigan. Anthony was a Peace Corps volunteer in Mongolia and a marketing consultant in Singapore, Malaysia and Indonesia.

A workshop will follow the meeting on April 11th from 2:30 pm – 5:00 pm – please see page 6 for registration form

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www.glasbergen.com



"I gave a presentation today but I only pretended to know what I was talking about. Fortunately, my audience was only pretending to listen."

**Some people succeed
because they are
destined to, but most
people succeed
because they are
determined to.**

Discounts at National SHRM Conferences - The Best Kept Secret by Jennifer Hull

Life is sometimes very serendipitous! Karen Schultz, while attending the National SHRM Conference, shared a cab with a fellow HR professional who told Karen that ADP customers received registration discounts at SHRM conferences.

In January, it was decided that I would be attending the National SHRM Conference, and Karen told me this story, knowing that I was a ADP client. I called ADP and I called SHRM...but no one seemed to know about this mysterious discount. However, tenacity prevailed; after talking to many individuals and making a number of calls, I finally came across a person at SHRM Headquarters who knew what I was talking about. She said that I simply had to write that I am an ADP customer on my registration form when I faxed it in. The discount would automatically be taken off.

Could it be this easy? So, taking a chance, I followed her instructions. When my registration was processed, the price came through at \$776 verses the full registration price of \$970. By simply writing that I was an ADP client on the form, I saved \$194 or 20% off the cost.

I'm really looking forward to attending the conference and know it would have been worthwhile at the full price. But I'm excited about the discount and wanted to share my good luck with all of you!



In the October, 2005 SHRM member mailing, we included a one-page flyer announcing that SHRM is the exclusive sponsor of an upcoming Public Broadcasting Service series called *CEO Exchange*. This sponsorship and a multitude of spin-off activities around it represent one of our important initiatives to advance the HR profession. WTTW in Chicago, the PBS producer station, has already taped four programs in the ten-part series, which will begin airing nationwide over PBS in April.

Each program of *CEO Exchange* features discussions with two leading CEOs who are interviewed by CNN Senior Analyst, Jeff Greenfield. Among other topics, the CEOs offer insights on the human capital challenges they face and their strategies for maximizing their substantial investment in people.

I encourage you to let your members know about this important series and to suggest to them that they contact the program director at their local PBS affiliate to inquire when the station will broadcast the series. They can find contact information for the local station by going to www.pbs.org/stationfinder/. They can also find information on *CEO Exchange* and view a promotional video at www.pbs.org/wttw/ceoexchange/. The groundswell of interest from your members should help ensure that your affiliate runs the full series.

Thanks in advance for helping make this signature program a success.

Best regards,

Susan R. Meisinger, SPHR
President and CEO

What Motivates Employees

by Dr. John Haskins, Ph.D., Psychologist

For those of you who attended the February 14, 2006 TAHRA meeting, here is a synopsis of the “What Employees Want Most from their Supervisors” exercise. Note the average answer from supervisors as to what they **thought** employees wanted in the second column compared to the average answer from employees in the last column.

The scoring table below the chart shows how the scores in the third column were determined. Basically it shows that in most cases Managers and Supervisors don’t have a clue about how important interesting work, feeling in on things, and appreciation for work is to employees. Supervisors think good working conditions, tactful discipline, and wages are more important to people than they actually are.

If you took the survey you can put your score in this chart and see how you compared to the average supervisor or manager. Remember the subtitle of my talk: *You May Not Know What You Think You Know*. If you have questions email me at jahaskin@mbctc.com. If you are interested in training, consulting, or evaluation services, visit our website www.mbctc.com and check us out.

What Employees Want Most				
	Me	Sups-Mgrs	Sup Ave Sc	Employees
Good working conditions		4	1	7.5
Feeling “in” on things		10	0	3 or 6
Tactful disciplining		6.5	2	9
Full appreciation for work		8	0	2
Management loyalty		6.5	4	7.5
Good wages		1	2	3
Promotion and growth		3	2	5
Sympathetic understanding		9	4	10
Job Security		2	2	4.5
Interesting work		5	0	1

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0-.5 off = 5 points; 1-1.5 point off = 4 points; 2-2.5 points off = 2 points;
3-3.5 points off = 1 point; c 4 or more pts away = no points

“Go Deeper” Diversity Program – Train the Trainer

All HR professionals understand that introducing diversity programs into their companies can help drive the creative power of the workforce and expand the understanding level of differences amongst people. This program will focus on the “how to” of creating such a program and give attendees tools to take back to their organization for effective implementation.

What: Following Anthony Kaylin’s presentation at the April TAHRA meeting, he will spend an additional 2 ½ hours going deeper on how to bring a diversity program into your organization.

He will go in more depth on identifying diversity needs, creating a course outline, tools and resources, identifying your audience and incorporating multiple learning styles, and tried and true techniques

This session will focus on giving you the tools needed to design and implement a program.

When: Tuesday, April 11th from 2:30 p.m. to 5:00 p.m.
(after the TAHRA meeting)

Where: Waterfront Conference Center

Cost: \$35 for TAHRA Members **
\$50 for Non-Members **

RSVP to Jennifer Hull, Vice President, Programming TAHRA

Fax: 231-941-1040 Address: c/o AlcoTec Wire Corporation
E-Mail: jhull@alcotec.com 2750 Aero Park Drive
Traverse City, MI 49686

Name: _____ Phone: _____

Company: _____ Title: _____

** Make checks payable to Traverse Area Human Resources Association
Checks must be received on or before session date.

SHRM Responds to Hurricanes

By: Dorothy Hill, SPHR, Southeast Regional Director
Article from: Leaders Edge, SHRM Publication

As many of you manage personal and organizational issues relating to the recent hurricanes, SHRM has also been busy implementing a hurricanes' response plan. We have over 1,000 members living in the areas most affected by the three storms – Katrina, Rita, and Wilma.

The first prong of the plan is to locate members directly affected by the hurricanes and to help them return to productive work in the profession. The second is to tap into the HR expertise of SHRM members and staff to share vital information and resource. The third is to leverage partnership with other organizations that can help serve the needs of SHRM members and their organizations. Some of the key initiatives implements so far are described below.

The initial response effort included posting a web site message requesting 50 volunteers with HR experience to help the American Red Cross in the affected area. Within two days we had received over 700 applicants! A story of the first group's trip is posted at www.shrm.org/hrnews_published/archives/CMS_014308.asp.

A hurricane response web page was posted at www.shrm.org/issues/hurricane. This page is chock full of information for displaced persons, for HR management issues relating to the hurricanes and for disaster planning and preparedness.

A toll-free phone number, (866) SHRM-AID (866-747-6243), provides a lifeline to members. Callers choose from menu options such as updating contact information or to deal with membership/conference issues. Another options provides assistance from an EAP professional in a partnership SHRM was with the Employee Assistance Professional Association (EAPA). This cooperative project, called "The Joining Hands Project," will run through the holiday season. Other options access key HR practice information, volunteer activities, and employment resources.

SHRM has an exciting volunteer initiative recently publicized! Any state council or chapter meeting financial (or other) assistance to support a local HR hurricane related effort can apply. An example of this was a request for funds to co-sponsor a job fair with eh *Clarion-Ledger* in Jackson, Mississippi, where the local chapter helped over 100 people write resumes and look for jobs. SHRM has made a sizable commitment of this assistance. You can find the application and description of the program on the VLRC, www.shrm.org/chapters/resources.

Membership has automatically been extended for SHRM members whose jobs have been lost due to the hurricanes within certain zip code ranges.

SHRM also has made a donation for disaster relief efforts to the American Red Cross and habitat for Humanity. The Society matched employee donations to hurricane relief charities, dollar for dollar, through mid-October by making additional gifts to these two organizations.

Our Governmental Affairs Department has been working with federal and state government agencies to support efforts such as the temporary easing of reporting requirements for the I-9 forms. Additional efforts have followed in COBRA, 401(k), and Work Opportunity Tax Credit (WOTC) programs as well as in some state-specific issues.

A hurricane job site is no live at <http://hurricanereliefjobs.shrm.org>. HR job seekers can post their resumes and employers can search the site for candidates.

A temporary Special Expertise Panel has been created to review SHRM's response to the hurricanes and provide assistance in where and how to focus our resources. The panel is composed of professionals from the Southeast and Southwest Central regions who have experienced hurricane issues and SHRM members with expertise in specialty areas. The panel met in Dallas recently and made some great suggestions on continuing content and resources for HR professionals, their companies and their communities.

We might not want to think about it now, but we need to prepare for future disasters. Almost no area of the country is impervious to some type of disaster. Hopefully you are preparing your family and your organization. Your chapter may consider hosting a speaker or a roundtable on disaster preparedness. Use SHRM as a resource; we can help!

TAHRA

TAHRA 2005-2006 Leadership Board

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March 14th TAHRA Program

Managing your Corporate Image
April Callis will present how we, as HR professionals, can manage and leverage our corporate image.

Waterfront Conference Center
11:45 am – 2:00 pm

RSVP to Jeannette O'Neil by Wednesday,
3/8/06 or Jeannette.oneil@rjginc.co or
231-947-3111 x 117

Guests welcome with a \$30 fee

Newsletter Articles

The TAHRA Newsletter is a bi-monthly publication. Members interested in submitting articles for the newsletter or for press releases should contact Laura Mitchell at lamitchell@waynewire.com. Deadlines for submission are the 10th day of the month. TAHRA encourages its members to submit articles, information, or successes they've had that they feel others may find interesting. TAHRA reserves the right to alter submissions for space purposes. If you would like to be removed from the newsletter mailing list, please email a reply letting us know.

April 11th TAHRA Program

Diversity Program: Train-the-Trainer

Waterfront Conference Center
11:45 am – 2:00 pm

RSVP to Jeannette O'Neil by
Wednesday, 4/5/06 or
Jeannette.oneil@rjginc.co or
231-947-3111 x 117

Have you checked out our website lately?



www.tahratc.org

The President's Corner



SHRM: Supporting the HR Professional and Advancing the HR Profession

SHRM continues to provide for the human resource professional the resources that are needed to meet the many challenges we face at work every day. The SHRM conferences are exceptional, and if you have not attended one, I encourage you to take the time to do so.

The annual SHRM 2006 Conference, to be held in Washington, DC on June 25-28th, has such an outstanding list of speakers that the classes alone promise to be worthwhile. The “world-class” speakers include eight this year. The keynote speakers are: General Colin Powell, Louis V. Gerstner, Liz Murray, Sigal Barsade, Tamara J. Erickson, Jennifer James and David McCullough. The keynote presenters will “deliver powerful messages on issues important to HR professionals who shape workplace policy and direct workforce relations.” (SHRM 2006 Conference Brochure). On June 24-27th, there will be the opportunity to earn certificates from the Wharton School of Business (University of Pennsylvania) and from Harvard Business School. There is so much more to this conference....just go to www.shrm.org/conferences/annual to find out more about it.

The following SHRM Conferences are scheduled for this year:

1. The 23rd Annual Employment Law and Legislative Conference, March 13-15, 2006 in Washington, DC.
2. The 29th Annual Conference & Exposition of the SHRM Global Forum, March 20-22, 2006 in Las Vegas, Nevada.
3. The 37th Annual Conference & Exposition of the Employment Management Association, March 30-April 1, 2006 in San Diego, California.
4. The 58th Annual SHRM Conference & Exposition, June 25-28, 2006 in Washington, DC.

Stacey B. Holvenstot, Director of Program Marketing and Business Development for SHRM, writes, “The role of the HR professional has become more demanding and multifaceted. You play a key role in guiding your organization’s success and the success of your chapter. To prepare you and your fellow chapter members for some of the challenges that HR professionals will be facing this year, the Society for Human Resource Management will be hosting four comprehensive professional development opportunities that will provide practical ideas, actionable strategic solutions.”

It is impressive and encouraging to know that such a credible and committed organization like SHRM stands behind us every day supporting the human resource professional and advancing the human resource profession.

Patti Williams, President

